QUERY MENU

The Query menu may be used to look up information on a specific case. PACER charges will not be accessed until a query report is actually selected. There are several steps which allow you to search for the case you wish to query. This initial selection is not accessed by PACER.

| Case Number | C | Do not need to indicate whether case is Bankruptcy or an Adversary Proceeding. Search will allow you to designate which case you wish if two cases with alike numbers are located. |
| | C | Enter |

Name	C	User may enter last name, and/or first name.
	C	User may enter partial letters if spelling is known, i.e. "Peter" to find all Peterson and Petersen names
	C	User may narrow name search by including role type

| SSN or Tax ID # | Though the SS# and Tax ID # are not readily available on the internet, you are able to use that information as a search criteria. |
| | C   Enter the number using the appropriate hyphens |

Role Type	Each party in a case is assigned a Role Type. If the name you are searching for is a specific role type, that will narrow your search.
	Roles Types:
	Attorney
	Party
	Professional
	Trustee
	U.S. Trustee

QUERY MENU

Alias	Provides each party name with any associated aliases
Associated Cases	C When querying a bankruptcy case, report will show all the associated Adversary Proceedings C When querying an Adversary Proceeding, report provides the case number of the associated Bankruptcy Case
Attorney	C Report lists all attorneys who have made an appearance in the case. C Report lists attorneys in alphabetical order C Will indicate which party the attorney represents and the party's role in the case, i.e. debtor, creditor, trustee C Provides address, phone & e-mail of attorney C Provides address of party being represented
Case Summary	Provides a brief synopsis of the case including: C Case name/number C Case Type and if Bankruptcy which Chapter C Voluntary or non-voluntary C Judge assigned C Date that last entry was made on the docket C Divisional Office assigned C Filed Date C County Fee Paid C Open/Terminated/Reopened/Re-terminated dates C Converted date C Disposition C Dismissal Date C Joint Petition (Y-yes, N-no) C Confirmation Hearing Date C Pending Status C U.S. Trustee (address, phone, e-mail) C Trustee (address, phone, e-mail) C Party name(s) and attorney representing each party C Location of physical file if one exists
Creditor	Search by creditor type:
Creditor	C Will list all creditors on the mailing matrix C Will list any additional creditors added through the filing of a document like a Proof of Claim, Motion for Relief from Stay C List appears in alphabetical order C List includes mailing addresses
Administrative	
20 largest unsecured creditors	
Limited Notice	
Notice of Appearance	

QUERY MENU

Deadline/Schedule	
Due/Set	C Sorts by the due date of the event, i.e. motion response deadline C Appears in descending order, later dates first
Document Number	In numerical order of the event filed
Deadline/Hearing	C Sorts by Hearings first in descending order, later dates first through older dates C Sorts Motion Response deadlines next with same date criteria C Indicates if the hearing has been held (terminated) or response filed - both items terminate the deadline.
Filed	C Sorts by the filed date of the event creating the deadline. C Appears in descending order, later dates first
Satisfied	C Doesn't reflect any dates - do not use this report
Terminated	C Orders the report in descending order from most recent terminated item to the oldest
Party	C Clicking on link brings up a related transaction report

QUERY MENU

Docket Report ...	C C	There are several options for broadening or narrowing the search. *See options below* PACER charges $.08 per page. 54 lines = 1 page
Filed Date Range	C C	Can narrow the search by placing a specific date range Leave blank to receive all documents
Document Number Range	C C	Can narrow the search by indicating specific documents Leave blank to receive all documents
Terminated Parties	C	Defaults to YES, but you may deselect to not receive this information
Include Links to Notices of Electronic Filing	C C C	Recommend to always select. Does not incur any additional cost to include in report. If you do not select this, but wish to review date/time document was filed with court, you would not be able to without rerunning the Docket report to include the NEF. The second report would incur a second PACER charge.
HTML or Text	C C C	Defaults to HTML HTML = docket will contain hyperlinks to documents Text = No hyperlinks work
Sort By Options	C C C C	Oldest Date First Most Recent Date First Document Number Ascending Document Number Descending

QUERY MENU

Filers	C Lists the individual parties, judge assigned, date party added to case and date when party terminated (if any) C Click on name to locate exact documents involving that party C List of Documents includes hyperlinks to the actual document C Silver ball icon provides user with a brief synopsis of the document and if there are any related documents linked
History/Documents	C Another version of the Docket Report C May select to show complete history or only docket entries with documents attached - no text entries would appear. C May order report to begin with oldest document or most recent C Contains hyperlinks to documents C Shows date document filed and brief description of pleading C Will reflect if any corrective entries have been made regarding any document C Silver ball icon provides user with complete docket text

Notice of
    Bankruptcy Case Filing
	C A one-page document showing all the pertinent information regarding the filing of the bankruptcy case including:
	      C Party names, addresses and last four digits of SS#
	      C Date & Time of filing
	      C Case Number
	      C Attorney
	      C Trustee
	      C Judge
	      C Notice regarding automatic stay
	      C Court Seal

Party	C Report lists all attorneys who have made an appearance in the case. C Report lists parties in alphabetical order C Will indicate which attorney represents each party, and the party role in the case, i.e. debtor, creditor, trustee C Provides address, phone & e-mail of attorney C Provides address of party being represented C Trustee is named as a party w/address information
Status	C Provides the next event to happen in case C Provides date of action that caused the event to begin C Provides number of days action pending C Hyperlink to document occasioning the event C Silver Ball icon is a brief synopsis of the document and any related documents
Trustee	Provides information on Trustee assigned

QUERY MENU

Related Transactions	C Report shows all related documents C There are several options for broadening or narrowing the search. *See options below* C PACER charges $.08 per page. 54 lines = 1 page
Filed Date Range	C Can narrow the search by placing a specific date range C Leave blank to receive all documents
Document Date Range	C Can narrow the search by indicating specific documents C Leave blank to receive all documents
Document Type - only searches for entries that meet the specified criteria	C Will not work with pre-2005 cases

Document Type (cont.)		
answer	C	Only show answers
appeal	C	Only show appeal related documents
claims	C	Pleadings filed that relate to claims
cmp	C	Complaints, if an adersary proceeding has been filed relating to this case
court	C	Entries made by the Court
crditcrd	C	Anything docketed requiriong a fee & paid online
misc	C	Anything docketed using Other Documents
motion	C	All motions
notice	C	All notices
order	C	Any orders entered by Court
plan	C	Anything docketed using a "Plan" event
trustee	C	Any document filed by a trustee
utility	C	Corrective entries by the Court

Pending	C Defaults to YES C Only looks for documents that are still pending
Terminated	C Default is NO C Includes documents that have been terminated by order or other means
Sort by Options	C **Filed Date** C **Entered date** = date that it was entered onto the docket (should always be the same as the filed date unless it is an entry made by the court of a previously filed paper document) C **Document Number**